



Training Registration

Annual Senior Center Certification and Recertification Training

~Learn what it takes to become certified or recertified as a
Center of Merit or a Center of Excellence

~Get answers to your questions

~Meet the certification requirement

Sponsored by the NC
Division of Aging and
Adult Services and
co-sponsored by
UNC-CARES

The center director (preferably) or another member of your
certification team **must** attend this training (all sessions) before
submitting the SCOPE tool for initial certification. The center must
apply for certification within three years of the training.
Attendance is encouraged, though not required, for senior centers
planning to be recertified in the next year. Area Agency on Aging
staff are also invited to attend.

When Friday, September 21, 2007

When The Robert and Pearl Seymour Center, Chapel Hill NC

Schedule

9:00 a.m.	Registration & continental breakfast
9:30 a.m.	Training begins
3:30 p.m.	Training ends

Overnight accommodations

The Hampton Inn, 1740 Fordham Blvd., Chapel Hill, 27514, is offering a group rate of
\$89 plus tax for Thursday evening, Sept. 20. Deadline for reservations is September 7th.
Ask for the Senior Center Certification training rate.

Telephone number: 919-968-3000. The Hampton Inn is no more than 10 minutes
from the training site. For other Chapel Hill hotels, go to

<http://www.chocvb.org/visitor/110/orange.com/grid-search.php>.

For a wider range of hotels and rates in the Research Triangle Park area, go to
<http://www.durhamreservations> and check the Southeast (RTP) option.

- **Training Fee: \$25 per person.** Includes continental breakfast, lunch, breaks and materials.
- If you or another staff member attended this training more than a year ago but you have applied for certification *or recertification* during the next year, we encourage you to attend to brush up on the details and get your questions answered.
- Includes a "how-to" on each step of the certification process, from submitting your application to the site team visit. Learn how the SCOPE will be scored, how to create excellent documentation without maintaining a roomful of paper, and what other essential documents you need besides the SCOPE tool.
- *The SCOPE and the Site Visit: The Agony and the Ecstasy* will include presentations by senior center managers who have walked in your shoes and lived to tell about it! They will give you tips on completing the SCOPE and tell you how to organize concise, time-saving and space-saving documentation to keep the site team smiling, help them finish early and send them on their way, whether you are working on initial certification or recertification.

Training registration deadline: Monday, September 17. The registration form is attached. You are registered when we receive your check. Before the training, you will receive confirmation by e-mail or FAX.

- We will not have on-site registration.
- Make checks payable to NC Division of Aging and Adult Services for \$25 per person. Send to Sophia Spencer, NC Division of Aging and Adult Services, 2101 Mail Service Center, Raleigh, NC 27699-2101. Contact Sophia for registration questions at sophia.spencer@ncmail.net or 919-733-0440.

Registration questions? Contact Sophia Spencer: 919-733-0440 or sophia.spencer@ncmail.net

Workshop questions? Contact Leslee Breen or Judy Smith at 919-733-0440 or leslee.breen@ncmail.net; judy.smith@ncmail.net.

Registration Form
Senior Center Certification/Recertification Training
Friday, September 21, 2007
The Robert and Pearl Seymour Center, Chapel Hill NC

Registration deadline: Monday, September 17

Registration Fee: \$25 per person

Make copies of this form as needed. Complete one for each person attending

___ I will attend the Senior Center Certification Training on Friday, September 21

___ I understand that I or someone from my senior center must attend *all sessions* of this one-day, annual training within 3 years before applying for first-time certification.

___ A check in the amount of _____ is enclosed for my registration

___ Personal check OR check issued by _____ (organization)

Name _____

Position _____

Agency _____

Address _____ City _____ Zip _____

Phone _____ FAX _____

E-mail _____

Home or cell phone (to be used only in case of cancellation due to weather, etc.) _____

I request accommodations for a special need as follows: _____
_____(please notify us at least two weeks ahead)

You are registered when we receive your payment. Attach your check made payable to:
NC Division of Aging and Adult Services Mail to: Sophia Spencer, NC Division of Aging and Adult Services, 2101 Mail Service Center, Raleigh, NC 27699-2101 Telephone: 919/733-0440
FAX: 919/715-0868 e-mail: sophia.spencer@ncmail.net

Confirmation letters with directions will be sent out by e-mail or FAX before the training